



<b>Classification:</b> Associate Energy Specialist (TED) – Limited Term	<b>Position No.</b> 5600-4056-012
<b>CBID:</b> R10	<b>Office:</b> Energy Generation Research Office
<b>Date Prepared:</b> November, 2014	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the technical direction of the Team Lead for the Environmental Program research area and the supervision of the Energy Commission Supervisor II in the Energy Generation Research Office, of the Energy Research and Development Division (ERDD), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the research, development, and demonstration (RD&D) Program on energy-related environmental issues. The goal of ERDD is to oversee RD&D that advances science and technologies to benefit electric and natural gas ratepayers. This position requires a level of knowledge, skill and ability at the full journey level. The incumbent will be required to complete, develop, and manage complex RD&D agreements, serve as technical specialist, prepare analytical assessments and evaluations, and provide technical direction, and coordination efforts to an interdisciplinary team and to management associated with renewable energy and combined heat and power issues. The incumbent will also be knowledgeable Excel, Access, PowerPoint, project planning software, and word processing programs. The incumbent has excellent written and verbal communication skills.

#### **WORKING CONDITIONS:**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

#### **DUTIES AND RESPONSIBILITIES:**

- 35% Solicitation and Project Management. The incumbent performs a variety of complex tasks in support of the management of Division-wide solicitations and agreements for all research program areas to provide solutions to emerging issues. The incumbent will coordinate with the Management Team to maintain expertise and accountability for Division-wide research issues in the full array of renewable energy issues related to energy resources and technologies. The incumbent will research issues, will make recommendations, and will assist in the implementation of solutions. The incumbent will prepare documentation including: decision memos, work statements, budgets, schedules, measurable technical and economic objectives, and other materials necessary to inform and manage the work and outcomes. The incumbent will evaluate progress reports, invoices, and technical reports in comparison to the project plan and objectives. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the status of the work. (E)
- 20% Emerging Research Issues. Based upon anticipated research needs to meet California energy policy and emerging research issues, the incumbent researches and analyzes issues associated with renewable energy issues related to energy resource and technology development and use and performs comparative analyses of technologies and proposed options for addressing these



issues. The incumbent will search relevant data bases, articles, journals, policies, legislation and other media to develop topical issue reports and maintain research data bases. The incumbent collaborates and consults with stakeholders including research organizations, government and utility representatives, private developers, and technical experts to develop and maintain a network of technical and policy experts to draw from in identifying RD&D opportunities in California. (E)

- 15% Proposal Evaluation. The incumbent reviews and analyzes proposals to determine how well the project addresses the identified work scope or solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carry out the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent makes recommendations based upon the proposal evaluation. (E)
- 10% Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony within the incumbent's area of expertise on technical problems at hearings and proceedings sponsored by the Energy Commission, other state and federal agencies, utilities, and other entities related to renewable energy RD&D. (E)
- 10% Research Results Dissemination: Oversee the finalization of complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff and others with a focus on transferring information that provides significant public benefits to California and meets the state's energy policies and goals. (E)
- 5% Reporting. The incumbent prepares reports, factsheets, brochures, and other media-related public outreach documents and responds to management, stakeholder, and media requests for information. (M)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Incumbent</span> <span>Date</span> </div> <div>Associate Energy Specialist (TED)</div> <div>Limited Term</div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Aleecia Gutierrez</span> <span>Date</span> </div> <div>Energy Resources Specialist III</div>